Common Issues in Data Formats Submissions

CVB Statistics

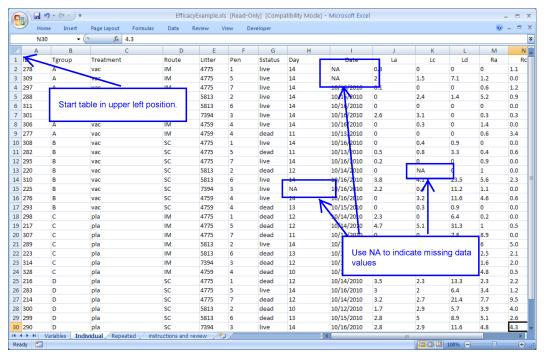
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Properly formatted data is suitable for immediate use in other software without need for additional manipulation that may delay analysis or introduce errors.

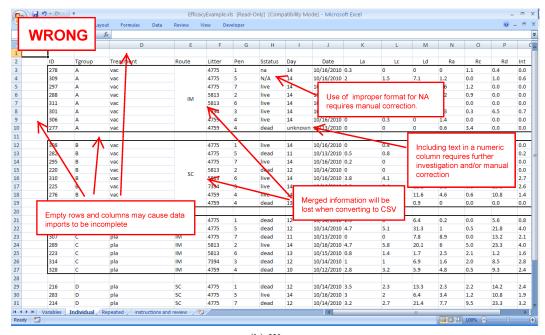
Tables and screenshots in this document addresses common issues that occur when formatting data tables for submission as one of the CVB data formats. More detailed information is given in the instructions for specific data formats at: http://www.aphis.usda.gov/animal_health/vet_biologics/vb_data_formats.shtml.

| DO | DON'T |
|-------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Start data entry in first row, first column of table (position 'A1' in Excel, OpenOffice) | DON'T Include empty rows and/or columns |
| Indicate missing data by NA | DON'T Indicate missing data by 'NA', na, n/a or N/A |
| Report raw dilution values | DON'T Report log dilution values DON'T Report dilution values as ratios '1:10', '1/10' |
| Include an entry (data or NA) for every cell in each row and column of the table | DON'T Leave cells empty DON'T Merge cells |
| Follow nomenclature outlined in "Creating .CSV Files for CVB Statistics Data Formats" | DON'T Include multiple tables in a single file |

Example



(a) Right



(b) Wrong

Figure 1: Common formatting errors that delay analysis (b) and the correct formatting for the same data (a)